



# FY23 TVTP Grant Application Documents Checklist

This fact sheet lists the documents and forms required to apply for the Targeted Violence and Terrorism Prevention (TVTP) Grant Program.

## Preliminary Application Requirements

[Employer Identification Number \(EIN\)](#) from the Internal Revenue Service  
[Login.gov](#) account and active [SAM registration](#)

- NOTE: The SAM registration process can take as long as six weeks.

## Application Portal Submissions

For the timeline and an explanation of the application steps, please see the [How to Apply fact sheet](#) located on the [TVTP Resources Page](#). Applications must be submitted on the [Non-Disaster Grants Management System \(ND Grants\)](#). For guidance on using ND Grants, please refer to the [TVTP Grants ND Grants Slick Sheet](#).

### [Grants.gov](#)

**SF-424, Application for Federal Assistance**  
**Grants.gov Lobbying Form, Certification Regarding Lobbying**

### [ND Grants](#)

**SF-424A, Budget Information (Non-Construction)** is generated by ND Grants.

**SF-424B, Standard Assurances (Non-Construction)** is generated by ND Grants.

**SF-LLL, Disclosure of Lobbying Activities** is generated by ND Grants.

**Indirect Cost Agreement or Proposal** is submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal.



# TVTP Program Required Forms & Information

The following program-specific forms and information are required for submission in ND Grants:

**Project Narrative** — Submitted as a single PDF attachment with the following components:

## Cover page

- Name of the entity applying and sub-awardees, if applicable
- Primary location (city/county and state/D.C./territory) of the applicant and the location(s) of activities (if different)
- Project type(s), if applying to Promising Practices Track
- Amount of funds requested
- Project abstract describing the core elements of the proposed project (approximately 200 words, suitable for public release)
- ND Grants EMW# (Official Agency Tracking number)

## Body

- Needs assessment
- Program design and logic model
- Organization and key personnel
- Sustainability
- Budget detail and narrative

## Appendices

- [Implementation and Measurement Plan \(IMP\)](#)
- Institutional Review Board (IRB) Determination Request Form, if applicable
  - Contact CP3 Grants at [TerrorismPrevention@hq.dhs.gov](mailto:TerrorismPrevention@hq.dhs.gov) to request this form
- Resumes/Curriculum Vitae (CVs) of key personnel
- Documentation of support
- Letters of Recommendation (optional)



# Application Resources

Resources to help with the application submission process are available on CP3's [TVTP Grant Program Resource page](#). There, applicants will find information on the preliminary application requirements, Grants.gov submission requirements, and ND Grants submission requirements.

- CP3 TVTP Grants Fact Sheets:
  - [How to Apply Fact Sheet](#)
  - [Obtaining EIN Fact Sheet](#)
  - [ND Grants Registration Fact Sheet](#)
  - [SAM Registration Fact Sheet](#)
- [ND Grants Instructional Videos](#)
- [Grants.gov Instructional Videos and Resources](#)